

## **GUIDELINES FOR PRESENTERS TO THE LESC**

To help you make an effective presentation to the Legislative Education Study Committee (LESC), we offer the following basic guidelines:

- As you begin, address the Chair and the members of the committee.
- Make your remarks as concise as possible and stay within the time limit that you have been given.
- Avoid repeating points made by previous speakers, if applicable.
- When you respond to questions, address the Chair first and then, by name, the committee member who asked the question (there will be nameplates).
- Finally, if you wish to present written material (handouts) to the committee, please note the following points:
  - provide 50 color copies (three-holed punched, no staples, and back-to-back) and 40-50 black and white copies of the presentation (color copies are for LESC members' notebooks and black and white copies are for the audience);
  - make the handout as brief and concise as possible, whether it is a pre-printed document or a document of your own creation;
  - indicate the date, the source of the information, and your contact information; and
  - if you are creating the document yourself:
    - prepare a one-page executive summary, ideally making this summary the complete handout; and
    - use standard 8.5 by 11 white paper with one-inch margins (double-sided is OK).

## **POWERPOINT INSTRUCTIONS FOR PRESENTATIONS TO THE LESC**

Please be advised of the following procedures/requirements for a PowerPoint presentation for the Legislative Education Study Committee (LESC) meetings:

- LESC will provide the laptop and projector. Do not bring your own equipment.
- The presentation should be prepared using MS PowerPoint 2000 or a later version.
- Provide 50 color copies (three-hole punched, no staples, and back-to-back) and 40-50 black and white copies (back-to-back, stapled, and no holes) of the presentation (color copies are for LESC members' notebooks and black and white copies are for the audience. AVOID USING DARK BACKGROUNDS).
- Materials for the Director's Report require only 40 color copies (three-hole punched, no staples, and back-to-back) and LESC staff will notify the presenter(s) when applicable.

For questions regarding the process please call the office at 505-986-4591.

For technical issues, please contact Michael Bowers at 505-946-5592 ([Michael.Bowers@nmlegis.gov](mailto:Michael.Bowers@nmlegis.gov)) or Travis Dulany at 505-946-5593 ([Travis.Dulany@nmlegis.gov](mailto:Travis.Dulany@nmlegis.gov)).